

Cascade County Clerk and Records Office

Public Records Request Form

According to MCA 2-6-1006

A person may request public information from a public agency. A public agency shall make the means of requesting public information accessible to all persons. Upon receiving a request for public information, a public agency shall respond in a timely manner to the requesting person.

Please request your document by email at Documents@casadecountymt.gov . Supply the information below for your request. The Clerk and Records Office will honor your request within 24 hours of submittal. If you would like your documents mailed to you- an additional fee of \$1.00 per document will be charged. We also can email you the document for a \$2.00 fee.

Otherwise you can pick up your copy in person the following business day of the request. Payment is due at the time you receive your information. Copy fees are .50 for the first page and .25 thereafter per document(s). According to MCA 2-6-1006 (3) A fee may be charged for the time used to gather the document(s) and only full documents will be printed- no partial documents.

Date requested _____ Time requested _____

Doc Number/Names/Legal	Document(s) Type	Pages

Requestor information:

Name _____

Company _____

Address if document(s) is to be mailed \$1.00 fee per document applies.

Mailing address _____

Phone number in the event of questions. _____

You may request to have the document(s) emailed to you for an additional \$2.00 fee.

Email _____ Fees charged \$ _____

Disclaimer: While all attempts are made to ensure the accuracy of information under our control, to correct any errors brought to our attention, representation or guarantee can be made as to the accuracy of information presented. All critical information should be independently verified. The quality of the images are dependent on the quality of the document at the time of recording and the quality of images on the microfilm. There will be no refunds given for document fees.